TRINITY COLLEGE EDITORIAL STYLE GUIDE

August 27, 2024

In general, Trinity College follows *The Chicago Manual of Style*. If Chicago style does not address your question, please consult *The Associated Press Stylebook*. Trinity also follows *Merriam-Webster's Collegiate Dictionary, Eleventh Edition*. The list below offers highlights of "Trinity style." Some items may be excerpts or variations of Chicago or AP style, while others may be unique to Trinity. Note that this list is not exhaustive; many items listed below sparked questions in the past, leading to the need for clarification. Please contact Sonya Adams at sonya.adams@trincoll.edu or 860-297-2143 with any questions.

A

a, an The use of "a" or "an" depends on the starting sound of the word it precedes and not on how that word is spelled. Use "a" before words that start with consonant sounds and "an" before words that start with vowel sounds: a historic date, a one-way street, an honorable person, an energetic child.

AASA Asian American Student Association

academic subject or major Lowercase unless major contains a word that normally is capitalized: She is studying for her chemistry test. He is double majoring in American studies and sociology.

academic degrees Use periods in abbreviations: B.A., M.S., M.A., Ph.D., LL.M. Do not capitalize when spelled out: bachelor's degree, bachelor's, bachelor of arts, bachelor of science, master's degree, master's, master of arts degree.

academic titles Do not use Ph.D. (or any other degree) after the name of a faculty or staff member; instead, use that individual's title at Trinity or at the respective institution: Adam Hill, assistant professor of chemistry, not Adam Hill, Ph.D., assistant professor of chemistry.

academic departments All departments are capitalized: Department of English, English Department, Department of History, History Department.

academic years Academic years should follow the pattern of 2022–23, with an en dash.

a cappella

Admissions Office or **Office of Admissions** (not Admission) See **Manuel and Maria Luisa Lopes Borges Admissions Center**.

adviser (not advisor)

ages All ages should be expressed in Arabic numerals: She is 4 years old. Her brother is 16 years old.

alumna (one female); **alumnus** (one male); **alumnae** (more than one female); **alumni** (more than one male; preferred over alumni/ae when referring to a mixed group

a.m. (not A.M. or am)

and Spell out in all uses except in the proper names of firms, organizations, etc. that include an ampersand: She is responsible for mergers and acquisitions. He works at Dun & Bradstreet.

apostrophe Do not use an apostrophe in plurals of numbers (e.g., class years as 0s and 1s). Also, do not use an apostrophe in plurals of letter combinations (e.g., SATs, ACTs). Do, however, use an apostrophe in plurals of single letters (e.g., A's and B's)

apps Use initial caps for app names. Do not italicize or use quotation marks.

archaeology

Asian American Student Association (AASA)

Athletics Hall of Fame Also Trinity Athletics Hall of Fame and Trinity College Athletics Hall of Fame

athletics teams Do not capitalize: football team, softball team.

Austin Arts Center

B
B.A.

Bantam Career Network (BCN)

baseball facility Murren Family Field at DiBenedetto Stadium (always cited as a unit unless otherwise instructed)

BCN Bantam Career Network

Bicentennial Capitalize when referring to the specific event held in 2023–24 to celebrate the College's 200th anniversary.

Black Capitalize when referring to a racial, ethnic, or cultural identity.

Board of Fellows

Board of Trustees, **the board**, **the trustees**

boldface Wherever possible, avoid emphasizing items in text by using boldface, italics, underlining, or all caps. Excessive use of these devices creates a messy-looking publication and can result in more confusion, rather than less, for the reader.

book titles Use italics. On Twitter, use quotation marks for book titles unless in the headline, where single quotation marks should be used. See **titles** for what to do with other types of titles.

Borges Admissions Center This is the building that houses the Office of Admissions. Refer to this building with this shortened name on second reference, after using the full name—the Manuel and Maria Luisa Lopes Borges Admissions Center—first.

brand-new Hyphenate this adjective.

B.S.

buildings/rooms Name the building first, then the room: Smith House, Reese Room; Mather Hall, Washington Room.

Bulletin (or ***Trinity College Bulletin***)

Bushnell The performing arts center in Hartford should be referred to as The Bushnell Center for the Performing Arts or The Bushnell.

C
campuswide

capital, capitol A capital is the city where a seat of government is located and should not be capitalized: The capital of Connecticut is Hartford. A capitol is a building and should be capitalized when referring to a specific structure: The Connecticut Capitol is located in Hartford.

Capitol Avenue This Hartford street name is spelled like the name of the building.

Career and Life Design Center (formerly the Center for Student Success and Career Development or the Career Development Center)

Caribbean Students' Association (CSA)

catalog

CCAN Crescent Center for Arts and Neuroscience

Center for Academic and Experiential Advising This central hub for the Trinity Plus curriculum evolved from the Center for Academic Advising.

Center for Entrepreneurship (or Entrepreneurship Center)

Center for Hartford Engagement and Research (CHER)

Center for Teaching and Learning (CTL)

Center for Urban and Global Studies (CUGS)

chair or **chairperson** (even if you know the gender of the person involved)

Chair's Circle In copy, lowercase "the" before Chair's Circle.

Chapel, **Trinity College Chapel**

chaplain, **the College chaplain**

CHER Center for Hartford Engagement and Research

Cinestudio

cities Follow the AP style entry for "Datelines" as a guide for which cities should be accompanied by state names. If the state is necessary, do not abbreviate: Providence, Rhode Island.

City/city When a specific governmental body is referenced, capitalize; when referring to the city as a location, do not capitalize: the budget of the City of Hartford; the graduation rate in the city of Hartford.

class agent

Class of 2028, **the class**

class secretary

class-year groupings Do not use an apostrophe when referring to groups of class years (e.g., 0s and 1s).

class years Use an apostrophe (and not an open single quotation mark) before class years: Dutch Barhydt '81, M'04, P'08. Do not include a space between the apostrophe and the class year.

CLI Community Learning Initiative

club Capitalize only when part of the official name of a club.

co- Retain the hyphen when forming nouns, adjectives, and verbs that indicate occupation or status: co-author, co-host, co-star. Do not use a hyphen in other combinations: coeducation, coed, cooperate, coordination.

College Capitalize when part of the complete name of the institution or when used in place of the complete name of the institution: Trinity College is located in Hartford, Connecticut. The College is located in Hartford, Connecticut.

comma Use a serial comma (also known as the Oxford comma): She is taking classes in psychology, religion, and philosophy.

commas in compound sentences Use a comma to separate parts of a compound sentence, placing the comma before the conjunction: Some of the people remained calm, but others seemed on the verge of panic. Sentences with two verbs or verb clauses joined by "and" do not include a comma before the "and": We studied the properties of the quarks and then formulated several hypotheses.

Commencement Capitalize when referring to the specific event held at the end of every academic year.

Common Hour

Community Learning Initiative (CLI)

compose/comprise/constitute Compose means to create or put together: He composed a song. The zoo is composed of 20 different kinds of animals. Comprise means to contain, to include all, or to embrace: Connecticut comprises eight counties. Constitute means to form or make up: Twelve months constitute a year.

Convocation Capitalize when referring to the specific event held at the start of every academic year.

Cornelia Center (formerly Vernon Social)

course titles Use quotation marks around formal titles in text. Quotation marks do not need to be used for course titles in listings, such as in the *Bulletin*. See **titles** for other types of titles.

coursework

courtesy titles Do not use courtesy titles (Mr., Ms., Dr., etc.) on second reference; use last name only.

COVID-19

credit hours Use Arabic numerals: This class is worth 3 credits.

Crescent Center for Arts and Neuroscience (CCAN)

CSA Caribbean Students' Association

CTL Center for Teaching and Learning

CUGS Center for Urban and Global Studies

cum laude

D

dash Do not insert a space before and after a dash (also known as an em dash): He noted that his favorite genres—mystery, romance, and comedy—were being explored in his English course. See **em dash**, **en dash**, and **hyphen**.

dates/years Use Arabic numerals and not ordinals: October 21, not October 21st. For years, do not use an apostrophe before the s: 1940s or '40s (not 1940's). Use ordinals that are not superscripted for centuries: the 20th century; 20th-century literature.

dean of the faculty and vice president for academic affairs

Deans' Scholars

DEI Diversity, Equity, and Inclusion

dollars Use the dollar sign ($) for monetary amounts. See **money**.

Diversity, Equity, and Inclusion (DEI)

E

ellipsis When used in the middle of a sentence, three spaced dots indicate an omission within a quote. The ellipsis also takes a space before and after: The sentence "Trinity is world of opportunities, which vary greatly, for so many students." can be shortened to: "Trinity is a world of opportunities . . . for so many students." When used between sentences and the last part of the first quoted sentence is omitted but grammatically complete, four dots—a period followed by a space, three spaced dots, and then another space—are used to indicate the omission: Trinity is a world of opportunities. . . . The College offers many internships, study-away options, and research grants.

Elms Society In copy, lowercase "the" before Elms Society.

email (no hyphen)

em dash An em dash most often is used to set off an abrupt break or interruption: We plan to pack a picnic lunch—complete with appetizers, sandwiches, drinks, and desserts—for the class gathering. One way to make an em dash on a PC is by simultaneously hitting the Ctrl, Alt, and minus sign (on numeric keypad).

emerita (one female), **emeritus** (one male), **emeritae** (more than one female), **emeriti** (more than one male; also preferred over emeriti/ae when referring to a mixed group). Capitalize "emeritus" or related word when it is used before a proper name: Professor Emerita Jane Crane; Jane Crane is a professor emerita. Capitalize "emeritus" or related word when it appears with an endowed professorship: Jane Crane is Allan K. and Gwendolyn Miles Smith Professor of Literature, Emerita.

en dash An en dash most often is used to connect numbers, including dates, times, and sports scores, and signifies up to, including, or to: The orientation will take place August 29–31. Join us for registration on Monday, 10:00 a.m.–2:00 p.m. The Bantams won 9–0 in a great start to the season. If you start a time phrase with the word "from," use "to" rather than an en dash: The meeting will run from 2:00 to 4:00 p.m. An en dash generally does not have a space before and after it. One way to make an en dash on a PC is by simultaneously hitting the Ctrl and minus sign (on numeric keypad).

entitled vs. titled "Entitled" means to have a right to do something or to bestow a title; if you're talking about the name of a book, presentation, etc., use "titled."

Entrepreneurship Center (or Center for Entrepreneurship)

esports

F

faculty "Faculty" is singular: The faculty is meeting today.

faculty members The phrase "faculty members" is plural: Faculty members are meeting today.

fall Do not capitalize in reference to the season or to the semester.

Fall Weekend This weekend comprises Family Weekend and Homecoming Weekend.

Family Weekend This event is part of Fall Weekend, which also includes Homecoming Weekend.

firsthand

first-year student or first-year (not freshman)

first-year seminar

Food N Stuff (campus food pantry)

fractions Spell out simple fractions: one-half, three-fourths.

Fred, The The Fred Pfeil Community Project, located in Summit East

Fulbright Fulbright fellowship; Fulbright Fellow; fellow; Fulbright Scholar; scholar

Fuller Arch at Northam Towers (not Northam Arch)

full time; **full-time** Hyphenate only when used as a compound modifier: She holds a full-time job.

fundraiser, fundraising

Funston Courtyard

G
Gates Quad

gender-neutral pronouns and use of the singular they and them The singular they and them may be used as substitutes for the generic he and him or she and her. The singular they and them also should be used when referring to a specific, known person who does not identify with a gender-specific pronoun, such as he or she, and who prefers this pronoun. A person's preference for a specific pronoun should be respected. The singular they is treated as a grammatical plural and takes a plural verb: They have a degree in psychology.

gray (not grey)

group (or mass, or collective) noun followed by prepositional phrase The article that precedes the mass noun signals whether the mass noun or the number of the noun in the prepositional phrase controls the number of the verb. If a definite article ("the") precedes, the mass noun controls, and typically a singular verb is used: The percentage of students has increased. If an indefinite article ("a" or "an") precedes, the number of the noun in the prepositional phrase controls: A small group of students want to join the protest.

H
Hallden Hall—North Wing

Hartford Magnet Trinity College Academy (HMTCA)

Hillel Trinity Hillel, the Zachs Hillel House

hip hop (no hyphen) Trinity International Hip Hop Festival

a historian, **a historical** See **a, an**.

HMTCA Hartford Magnet Trinity College Academy

holidays Most holidays are capitalized: The break will run from Christmas to New Year's Day.

Homecoming, Homecoming Weekend This event is part of Fall Weekend. Capitalize when referring to Trinity's Homecoming: Homecoming 2023; the Homecoming game in October.

home page This is the page first encountered when visiting a website.

honorary degrees In most cases, use the initial "H" with year: Philip Khoury '71, H'21.

hyphens Compound words usually are hyphenated when used as adjectives, especially when they come before nouns: The attic is filled with dust-covered books. Do not use a hyphen if the first word ends in -ly: She walked on the beautifully landscaped lawn.

I

IDP See **Individualized Degree Program**.

Individualized Degree Program (IDP) IDP students and alumni are identified with the acronym "IDP" and their class year: Mary Elizabeth Miller IDP'00, M'03.

Indigenous Capitalize when referring to a racial, ethnic, or cultural identity.

initials Use periods without a space when an individual prefers initials instead of a first name: D.H. Lawrence.

innovation fellowship Use official name of Tyree Innovation Fellowship.

Innovation Hub Use for the name of the Trinity site in downtown Hartford's Constitution Plaza.

Institute for the Study of Secularism in Society and Culture (ISSSC)

InterArts Program

interdisciplinary majors/minors

Interdisciplinary Science Program (ISP)

Interdisciplinary Science Center

internet (lowercased)

internet addresses See **URLs**.

ISP Interdisciplinary Science Program

J

January Term or J-Term This program allows students to enroll in a credit-bearing course during January, before the start of the spring semester.

jump-start (verb); **jump start** (noun)

Junior Abbreviate as Jr.; do not insert a comma before Jr. in a name: William E. Cunningham Jr.

K

Koeppel Community Sports Center

L

Trinity/La Mama Performing Arts Program in New York City

La Voz Latina (LVL)

Leonard E. Greenberg Center for the Study of Religion in Public Life Abbreviate as the Greenberg Center.

LGBTQ+

Library and Information Technology Services (LITS) This is the title of the division housed in the Raether Library and Information Technology Center. On second reference of the building, use Raether Center; do not use Raether Library or LITC).

LITS See **Library and Information Technology Services**.

livestream, livestreaming

Long Walk Societies (LWS) In copy, lowercase "the" before Long Walk Societies.

LSC Quad

LVL La Voz Latina

LWS See **Long Walk Societies**.

M

M.A. (preceded by "an" and not "a")

magna cum laude

Main Quad

major Lowercase specific academic major unless it contains a word that normally is capitalized: political science, Hispanic studies.

Manuel and Maria Luisa Lopes Borges Admissions Center This is the building that houses the Office of Admissions. On second reference, refer to the building as the Borges Admissions Center.

master's degree students, alumni Master's degree students and alumni generally are identified with the abbreviation "M" and their class year: Helen Ubinas M'09.

Matriculation Capitalize when referring to the specific event held at the start of every academic year.

midnight Use "midnight" instead of "12:00 a.m."

midterm; **mid-August**; **mid-1980s**

mini-reunion

mixed numerals Use figures with no space between the whole number and the fraction: 3½.

money Use the dollar sign ($) for monetary amounts. If an even dollar amount is in a sentence with a dollar/fraction amount, use ".00" after the amount: The children paid $1.50 to enter; adults paid $3.00; otherwise the .00 is not necessary.

months Write out the full name of all months in running text. However, when abbreviations are necessary, the following are used: Jan., Feb., Aug., Sept., Oct., Nov., and Dec.

more than Use "more than" instead of "over" when referring to something that can be counted: More than 50 people attended.

multi Most "multi" words are not hyphenated: multicultural, multinational, multimedia.

multiple-digit numbers Use a comma for four-digit and larger numbers (except dates): 3,500; 60,000. For very large numbers, use a figure and word: 1.2 million.

N

named professorships Named professorships are capitalized, even if after a name: Erik Vogt, Gwendolyn Miles Smith Professor of Philosophy, spoke during Common Hour.

Nobel Prize; Nobel Prize-winning scientist; Nobel Prize winner

non Most words that start with "non" are one word and not hyphenated. Use a hyphen when the main word is a proper noun: nondiscrimination, nonprofit, non-Spanish speaking.

noon Use "noon" instead of "12:00 p.m."

Northam Towers Also, it's the Fuller Arch at Northam Towers, not the Northam Arch.

numbers Spell out whole numbers below 10, and use figures for 10 and above. When two or more numbers appear in a sentence and one of them is a figure, that number determines style: The seminar will enroll 8 to 12 students. Spell out a number at the beginning of a sentence: Twenty-five students attended. Spell out first through ninth: first base, the First Amendment; starting with 10th, use figures. For hyphenated numbers and ordinals that are part of a capitalized headline word, capitalize both elements: Seventy-Four, Ninety-Eighth. Also see **ages**, **credits**, **percents**, and **ratios**.

number one vs. No. 1 Use "No. 1" in athletics copy and statistical copy; elsewhere, use "number one."

O
off campus; **off-campus event**

Office of Multicultural Affairs (OMA)

offices All offices are capitalized: Office of Communications and Marketing, Communications and Marketing Office.

OK

OMA Office of Multicultural Affairs

online (adjective and noun) No hyphen

on-site (adjective and adverb)

over "Over" refers to spatial location or to expanse of a period of time. Do not use for quantities; use "more than" instead: The balcony is located over the back half of the auditorium. I have more than 20 books in my backpack.

P
parent years Do not put a space between the P and the apostrophe in a parent year: Jonathan Smith P'09.

Parents Leadership Council (PLC)

Parents Weekend At Trinity, the event is called Family Weekend, which is part of Fall Weekend.

part time; **part-time** Hyphenate only when used as a compound modifier: He holds a part-time job.

percent, percentages Use numerals. Do not use the percent symbol: 9 percent.

periods Use one space after periods and other sentence-ending punctuation.

Ph.D.

Phi Beta Kappa Always capitalize.

placemaking

PLC Parents Leadership Council

plurals of proper nouns that include a generic term The generic term in a proper noun is capitalized if used in the plural: Summit and Vernon Streets, the American and French Revolutions.

p.m. (not P.M. or pm)

president Capitalize before a name: President Berger-Sweeney; Joanne Berger-Sweeney is the president of Trinity College. In most cases, first reference to Trinity's president should read: Joanne Berger-Sweeney, President and Trinity College Professor of Neuroscience; subsequent references may read President Berger-Sweeney or Berger-Sweeney, depending on the publication/document.

pre- Follow Webster's for hyphenation. Many words that start with "pre" are one word and are not hyphenated.

P.R.I.D.E. Promoting Respect for Inclusive Diversity in Education

problem-solving

professor In general, capitalize before a name, but lowercase after a name (or if no name is included): Professor Stefanie Chambers gave a lecture. Stefanie Chambers, professor of political science, gave a lecture. She is a political science professor. However, named professorships are capitalized, before or after a name: Erik Vogt, Gwendolyn Miles Smith Professor of Philosophy, spoke during Common Hour. All titles after a name may be capitalized in a directory-like listing of names with job titles.

programs Capitalize the official names of all programs: Human Rights Program, Health Fellows Program, Neuroscience Program.

Promoting Respect for Inclusive Diversity in Education (P.R.I.D.E.)

pronouns See **gender-neutral pronouns**.

Pulitzer Prize winner; Pulitzer Prize-winning author

Q
quad Capitalize Gates Quad, Main Quad, and LSC Quad.

Queer Resource Center (QRC)

quotations A period or comma is placed inside a closing quotation mark. A question mark or an exclamation point is placed inside the quotation mark only if it applies to the quoted material: She asked her student, "Are you amazed?" Did she tell you that I was "amazed"? A semicolon or colon is placed outside the quotation mark: She reminded us of the "necessity of this meeting"; later, she postponed it until next week. A dash is placed inside the quotation mark: "All alumni—no matter how many—" she told us, "are invited."

QRC Queer Resource Center

R
RA Use capitalized initials with no periods for the accepted abbreviation for resident assistant; this abbreviation may be used on first reference.

racquet sports

Raether Library and Information Technology Center This is the name of the building that houses Library and Information Technology Services (LITS). On second reference, refer to the building as the Raether Center, not Raether Library or LITC.

ratios Use numerals and hyphens in text if using the word "to": The ratio was 3-to-1. If the word "ratio" follows the numerals, you may omit the word "to" and use an en dash: a 6–1 ratio. Use numerals and a colon in tabular material: a 10:1 student-to-faculty ratio.

résumé

Reverend Reverend or Rev. should be preceded by "the" on first reference. On second reference, use the last name only: The Reverend Amos Carter; Carter. The abbreviation Rev. may be used, except in the cases of formal documents/publications (for example, the Commencement program), which may retain the complete spelling.

Reunion, **25th Reunion**, **Reunion 2025; Reunion Weekend** Capitalize Reunion in all references to the Trinity College Reunion.

rooms/buildings Name the building first, then the room: Smith House, Reese Room; Mather Hall, Washington Room.

RSVP Do not precede by "please"; doing so is redundant since RSVP translates to "respond, please."

S

Saint vs. St. Follow the style used in proper names: Saint Francis Hospital and Medical Center, St. James's Episcopal Church in West Hartford. Use "St." in place names: St. Thomas in the Virgin Islands.

seasons Lowercase the names of seasons: fall, winter, spring, and summer. Also see **semesters**.

semesters Lowercase the names of semesters: fall semester, spring semester. Capitalize January Term (or J-Term), however, because it reflects the name of a program.

Senior Abbreviate as Sr.; do not insert a comma before Sr. in a name: John Johnson Sr.

SINA Southside Institutions Neighborhood Alliance

singular they See **gender-neutral pronouns**.

SLE See **Student Leadership and Engagement**.

soccer field The field's official name is Trinity Soccer Field.

softball field The field's official name is Trinity Softball Field.

sophomore

Southside Institutions Neighborhood Alliance (SINA)

spaces after colon Use one space after a colon.

spaces after sentence-ending punctuation Use one space after all sentence-ending punctuation.

Spiritual and Religious Life

spring Do not capitalize in reference to the season or to the semester.

Spring Weekend

State/state When a specific governmental body is referenced, capitalize; when referring to a state as a location, do not capitalize: the laws of the State of Connecticut; the state of Connecticut is a gateway to the rest of New England.

state names Write out the full name in text: The alumna is from Massachusetts. She is from Springfield, Massachusetts. The two-letter postal abbreviation will suffice if part of an address: Please send the information to 120 South Street, Riverside, MA 02109.

student-athlete

Student Handbook

Student Leadership and Engagement (SLE) (formerly S.A.I.L.)

study away Hyphenate "study away" only when used an as adjective: Trinity has many study-away options.

Study Away, Office of

summa cum laude

superscript Do not use superscript for ordinals: Use 10th, not 10th.

T
TCAA See **Trinity College Alumni Association**.

teams Do not capitalize: football team, softball team.

telephone numbers Use hyphens throughout: 860-297-2500. Add a comma and the abbreviation "ext." for extensions: 860-297-2000, ext. 2143.

thank-you Hyphenate the noun; use two words for the verb.

that/which "That" is used to introduce restrictive clauses (clauses that are essential to the meaning of the nouns they modify). "Which," preceded by a comma, is used to introduce nonrestrictive clauses (clauses that are not essential to the meaning of nouns they modify). The report that the committee submitted was well written. James gave us the committee's report, which was well written.

the Do not capitalize "the" unless it appears at the beginning of the sentence or is part of the formal name or title: Her article appeared in *The New York Times*.

theater Do not spell as "theatre" unless part of an official name.

times Use ":00" for on-the-hour times: 3:00 p.m. Use "noon" instead of "12:00 p.m." and "midnight" instead of "12:00 a.m." To avoid redundancy, do not use "a.m." or "p.m." with words such as "morning," "evening," or "night." Use an en dash with no spaces in the following instance: 3:30–6:30 p.m. If you start a time phrase with the word "from," use "to" rather than an en dash: The meeting will run from 2:00 to 4:00 p.m.

titled vs. entitled "Entitled" means to have a right to do something or to bestow a title; if you're talking about the name of a book, presentation, etc., use "titled."

titles
albums/CDs: italics
apps, operating systems, devices: not italicized or in quotation marks
art shows/exhibitions: italics
articles, essays: quotation marks
blogs: italics
blog entries: quotation marks
boats, ships: italics
book chapter: in quotes
book series: not italicized or in quotes
books: italics (on Twitter, use quotes in text and single quotes in headlines)
brochures/pamphlets: italics
computer programs, apps: not italicized or in quotes
conferences: quotations marks
courses: quotation marks around formal title; no quotation marks if in list
digital collections: italics
dissertations: quotation marks
films, movies, operas, oratories: italics
lectures: quotation marks
magazines, newsletters, newspapers: italics
paintings, photographs, sculptures: italics
plays: italics
podcasts: italics (quotation marks for individual podcast episode)
poems (long): italics
poems (short): quotation marks
reports: italics
short stories: quotation marks
songs: quotation marks
species name: italics
theses: quotation marks
TV shows, series names: italics
TV shows, episodes: quotation marks
video games: italics
websites: not italicized or in quotation marks
web shows: italics

titles (people) Lowercase unless title appears directly before an individual's name. Exceptions to this are the name of an endowed professorship and in a directory-like listing of names with job titles.

toward (not towards)

The Trinity Reporter

Trin Reserve for social media, Class Notes, and other less formal communications. In general, do not use in official College publications.

Trinity College Alumni Association (TCAA); Trinity College Alumni Association Executive Committee (formerly the National Alumni Association [NAA])

Trinity Plus Do not use the plus symbol (+) in any instance when identifying the College's curriculum.

trustee Capitalize only when used before a proper name: I welcome Trustee Susannah Smetana Kagan '91, who is arriving this afternoon. Susannah Smetana Kagan '91 is a trustee.

TV shows Use italics; put individual episodes in quotation marks. See **titles** for what to do with other types of titles.

Tyree Innovation Fellowship

U
UConn This is acceptable for use on second reference to the University of Connecticut.

UMass This is acceptable for use on second reference to the University of Massachusetts.

underway

upper-year student or upper-year Do not use "upperclass student" or "upperclassman."

United States Spell out as a noun, and abbreviate as U.S. as an adjective: He lives in the United States. She is a member of the U.S. House of Representatives.

URLs Write out the full internet address, including the http:// (or similar) protocol at the start of the address, if necessary: http://gradstudy.trincoll.edu. Do not use http:// if www. is all that is needed: www.trincoll.edu. For running copy, all words after the first slash mark in a URL are initial capped: www.trincoll.edu/AboutTrinity.

V
voice mail

W
Washington, D.C. Use periods in D.C. in running text, but omit periods in mailing address: Washington, DC 20001. Use a comma after Washington, D.C., in a sentence.

website Words in the "web family" are lowercased: web, webcam, webcast, webmaster, webzine, web page, web feed. Please note that some are one word, while some are two. Follow Webster's in most cases.

website titles General titles of websites mentioned or cited in text should be capitalized using headline style with no quotes, while titled sections, pages, or special features on a website should be placed in quotation marks and capitalized headline-style: the "Campus Visit" page on the Trinity College website. See **titles** for what to do with other types of titles.

WGRAC Women and Gender Resource Action Center

WLC Women's Leadership Council

Women and Gender Resource Action Center (WGRAC)

Women's Leadership Council (WLC)

Women's Leadership Council Founders Council

work-study, Work-Study Program Federal Work-Study Program

X, Y, Z

year punctuation Insert a comma after the year in a date if text continues: The event will take place on January 15, 2026, and will last for two hours.

year ranges For inclusive years, use the following pattern (note the difference when the century changes): 2022–23; 1997–2022